

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR

1. GEORGIA DEPARTMENT OF HUMAN RESOURCES
Division of Family and Children Services
Office of Management Information Systems
618 Ponce De Leon Ave. N.E.
Atlanta, Ga. 30365

ARCHIVES AND HISTORY

Application Date

6/17/82

Application Number

82-21

Application Number

82-226

Date Received

JUN 21 1982

Date Completed

JUL 20 1982

2. Person to Contact
Sonja January
Joann Hudson

Working Title
Deputy Director
Administrative Clerk

Telephone Number
894-4246

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

1979 continuing

5. Records Series Title (followed by title used in office, if different)

(OMIS)
Office of Management Information Systems Director's Subject File

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Division of Family and Children Services, through the leadership of the Director, is responsible for administering, supervising, and regulating services to indigent children, adults, and families, State-wide; for serving as liaison with the Regional Office of HEW concerning the status of the State Social Service Plan and for clearing policy questions; and for working with other DHR Offices and Divisions to resolve problems affecting the operation of the Division of Family and Children Services.

The Office of Management Information Systems is responsible for facilitating the Division's state, district, and county operations by developing and updating automated statewide systems, managing and maintaining those systems processes, and by providing analytical and statistical reports to support program planning, program management, financial forecasting, and the budgetary process.

7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.

Documents relating to: administering and coordinating the functions of the Office of Management Information Systems.

Included are: policies and procedures for Public Assistance System (PAS); directives to county Department of Family and Children Services (DFCS) Offices; quarterly and annual status reports- benefits payments analytical and statistical data submitted to U.S. Health and Human Services Office to qualify for Federal Financial Participation in AFDC, WIN, and Child Welfare; DFCS administrative staff minutes; OMIS Weekly Activity Reports; OMIS unit chief staff meeting minutes; OMIS general staff meeting minutes; PAS Impact Analysis Steering Committee-analyzes the impact of PAS system vs IBIS system; PAS implementation progress reports from Consultec; PAS status meeting minutes includes DOAS and DFCS; PAS issues and answers to system problems; PAS system narratives and case changes; PAS training and implementation schedules; Consultec contract for training and orientation of FAMIS/PAS; Detail Design Documents, reports and video screens; (See Continuation Sheet)

The file is arranged: alphabetically by subject

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 10; Seven to twelve months old 8; Thirteen to twenty-four months old 4; twenty-five months and older 1 ?

9. Annual Rate of Accumulation for Records

Letter-size drawers 2; Legal-size drawers _____; Shelves _____; Other (Specify) _____

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 4 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administratively, these files are needed by the Office of Management Information Systems to document the function and implementation of the Public Assistance System (PAS), and for reference.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 1 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ 3 _____ year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>George J. Conway</i>	4/14/82	<i>Paul Murphy</i> cc	5/68/82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Wm. J. Smith</i>	7-9-82
		Secretary of State/Designee	
		<i>Carroll Hart</i>	7-15-82
		Attorney General/Designee	
		<i>Wm. J. Smith</i>	7-15-82

#7 Included Are:

DFCS-requests for data processing services; DFCS system analysis information; PAS/Bendex system interface information and materials; PAS-AFDC/MAO screening interagency correspondence; Georgia Child Welfare Information System (GCWIS) contracts for training materials, data entry operator training schedules, implementation of system schedules, progress reports; and related correspondence.